



Colorado Department
of Public Health
and Environment

Child and Adult Care Food Program

Appendix A: Navigating Through the CACFP Web-Based System

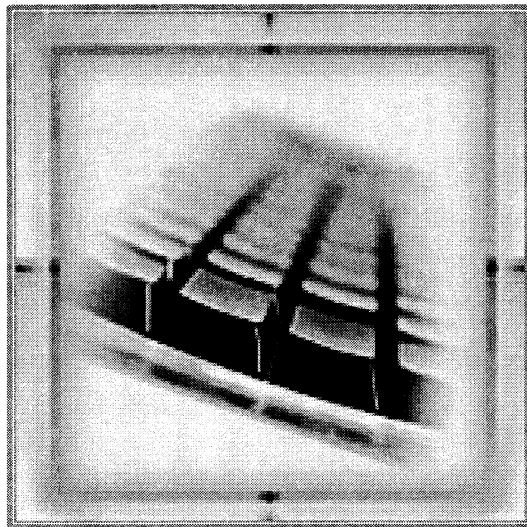


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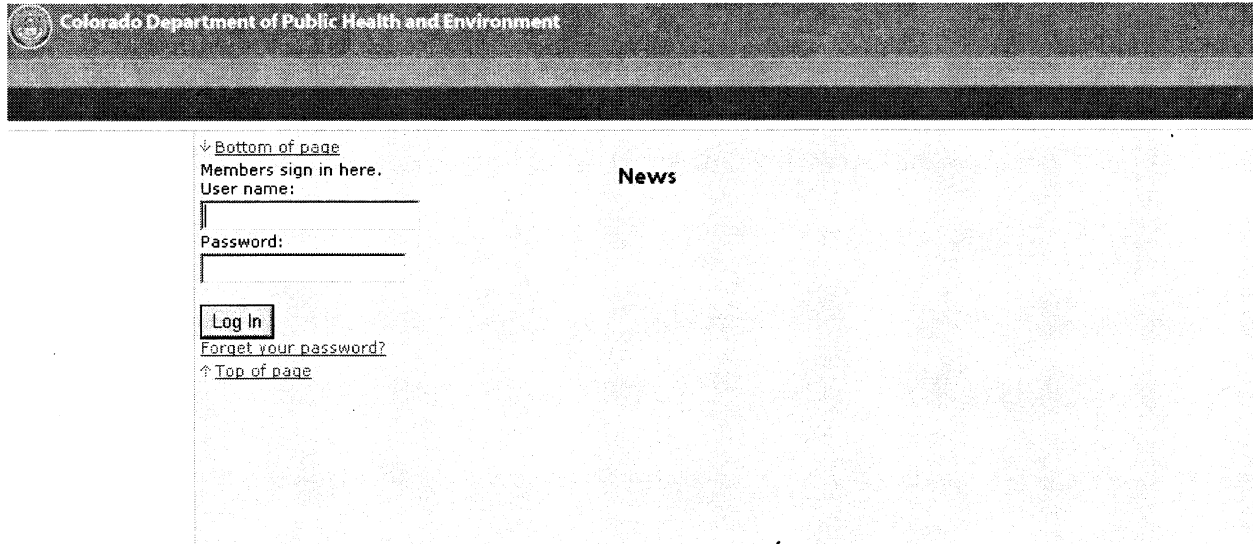
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NAVIGATING THROUGH THE CACFP WEB-BASED SYSTEM

Welcome to the CACFP Web-Based Claiming System! This document will instruct you how to navigate through the System. The CDPHE-CACFP is available to provide technical assistance if difficulties or questions should arise. Please contact the CDPHE-CACFP office.

Logging into the System:

1. Access the Internet.
2. Click in the address box at the top of the Internet home page.
3. Clear the address box using the 'delete' button on your keyboard.
4. Type the following address: <http://co.cnpexpress.com>
5. Press the 'enter' button on your keyboard. The System Home Page will appear. If a screen other than the screen pictured below appears, recheck the web address.
6. Type your user name in the appropriate box. There are no spaces in the user name.
7. Type your password in the appropriate box. The password is case sensitive.



Colorado Department of Public Health and Environment

↓ Bottom of page

Members sign in here.

User name:

Password:

Log In

[Forget your password?](#)

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News

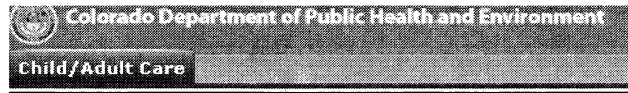


If you cannot remember your password, click the [Forget your password?](#) link. The 'Forgotten Password' screen will appear. Type your user name in the box. Click the [Send Email](#) button. You will receive an e-mail notification, which will include the forgotten password. Do not reply to this e-mail notification, as it will be undeliverable.

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Basic System Functions

- **Tabs:** The blue menu bars contain tabs, which are similar to tabs on file folders, as displayed in the 'Child/Adult Care' tab, pictured below. The System will display other selections or new screens when you click on tabs.



- **Links:** Links appear throughout the System. Links are characterized by an underlined word, as displayed in the 'Feb 2006' link, pictured below. Generally, the link will appear in a bright color on the screen.

Feb 2006

- **Buttons:** On many screens, buttons appear, similar to the 'Back' button, pictured below. Generally, buttons are used to move from screen to screen, submit information you have entered, or indicate that you have finished your work. The specific function of any button will display on the button.



- **Icons:** Icons are small pictures that appear throughout the System. These pictures represent particular actions or functions of the System. When clicked, the System will perform the action.

The icon pictured below is the pencil icon. Clicking this icon allows you to access information from a different Program year. If you are working on claims for a particular year, but wanted to view claims from the previous year, clicking on the pencil icon would direct you to the previous year's information.



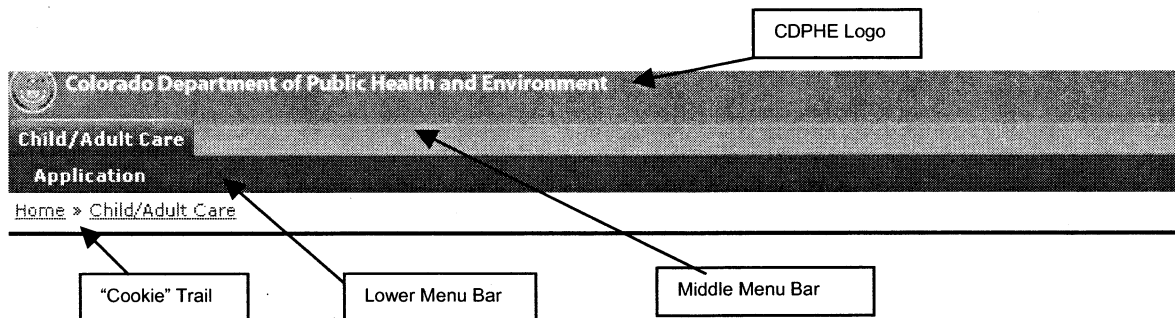
- On any screen throughout the System, move to the bottom of the screen by clicking on the Bottom of page link. This link is located at the top of each screen.
- On any screen throughout the System, move to the top of the screen by clicking on the Top of page link. This link is located at the top of each screen.
- If a scroll bar, pictured to the right, is available on the right side of the screen, you can click on the upper or lower arrows to 'scroll' or move up and down the screen. You can also click and drag the bar to move up and down the screen. This function is called 'scrolling'.



NAVIGATING THROUGH THE CACFP WEB-BASED SYSTEM

- Throughout the System, you can view a short statement describing the nature or function of many of the icons, tabs, or links by placing your cursor over the icon, tab, or link. A yellow box will appear if information is available, which will contain a description or function of the icon, tab, or link.
- On any page throughout the System your user name will be displayed at the bottom right of the screen and you can easily logout of the System by clicking on the [Logout](#) link.
- On any screen throughout the System you will see three blue bars and one white bar. The top bar contains the Colorado Department of Public Health and Environment logo. The middle and lower blue bars contain tabs used to navigate through the System. When you point your cursor to the tabs in the blue menu bars, the name of the selected tab will be yellow.

The white menu bar displays a “cookie” trail, which includes links to screens visited prior to the current screen. This menu bar also resembles a trail map. You can return or backtrack to previous screens by clicking on the links in this white menu bar.



If you place the cursor over a menu item, a drop down box may appear, from which you can make other selections to move throughout the System.

Changing Your Password

After logging in, the System Home Page will reappear. The screen will now inform you that you are currently logged in.

The System Home Page will inform you when your password will expire. At that time you will be required to change your password. At any time, you can change your password by clicking on the [Change Password](#) link. Passwords must be between 6 and 10 characters in length, contain at least 1 number and contain at least 1 letter. Passwords used in the past year may not be used again.

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When you log in, a box may display, which will ask you if you would like Windows to remember your password. To maintain security of the System, please do not ask Windows to remember your password.


NAVIGATING THROUGH THE CACFP WEB-BASED SYSTEM

Errors and Error Messages


As you save information entered throughout the System, you may encounter error messages, which may appear due to incomplete, inaccurate, or invalid information. These messages may appear in different ways, including the following examples:


Example #1:

 2000. The CACFP Contact First and Last Name are required.

An error message similar to example #1 may appear after saving your work on CACFP applications. The Error message link  2000 will appear at the top of the screen. You can click on this link and the System will direct you to the area of your work that is in error. The error message will be displayed in that area of the screen to help you correct your work.

Example #2:

Phone:  Ext.
Alternate Phone: Phone number must be in the format (555) 555-1212

On the CACFP application, the yellow symbol  will appear if the information you have entered is not in the correct format. By placing the cursor on the yellow triangle, a message will appear to help you correct the error.

Example #3:

Site Claim Error(s)	
Code	Description
10300	Free Breakfast meals served exceed the number of free participants multiplied by the number of days meals were provided
10304	The Total Number of Breakfasts served cannot exceed the Total Attendance.

On the CACFP Claim for Reimbursement, errors similar to example #3 may appear upon saving. These messages will alert you of problems with the information you have entered. Once you correct the error and click save, the message will not reappear and the System will allow you to proceed with the claims submission process.

